



Department of Energy
National Nuclear Security Administration
Washington, DC 20585

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MEMORANDUM TO E DENNIS MARTINEZ
DIRECTOR
OFFICE OF FIELD FINANCIAL MANAGEMENT
CHIEF FINANCIAL OFFICER

FROM ROBERT C BRADEN *Robert C Braden*
SENIOR PROCUREMENT EXECUTIVE
NATIONAL NUCLEAR SECURITY ADMINISTRATION

SUBJECT DESIGNATION AS CONTRACTING
OFFICER'S REPRESENTATIVE FOR FINANCIAL
AND ALLOTMENT RELATED SERVICES

As the Financial Allottee for all funds provided to National Nuclear Security Administration (NNSA) management and operating (M&O) contracts and pursuant to and in accordance with DOE Order 541 1A and Contract Clause "Performance Direction," you are hereby appointed Contracting Officer's Representative (COR) for the financial and allotment-related services to be provided under the NNSA M&O contracts. Financial and allotment-related services include, but are not limited to, accounting, administrative control of funds and distribution and related budget execution, financial oversight and financial reporting. This appointment is personal to you and may not be delegated to others. You are authorized to communicate directly with the Contractor as the COR on technical financial and allotment-related matters pertaining to the contract.

As your appointment covers multiple NNSA contractors, you are directed to coordinate, to the extent practicable, your activities with and directions to the contractors at individual Sites with the cognizant Site Office Manager.

As a matter of practice, the COR shall prepare Memorandums for the Record (MFR) of pertinent meetings, trips, and telephone conversations relating to the contract. Each MPR, other similar records, and all correspondence relating to the contract shall cite the contract number. A copy of all actions or correspondence shall be furnished to the Contracting Officer (CO) and all other interested parties having a need to know. The utmost care must be given to restrictions regarding proprietary data, as well as classified and business-sensitive information.



I Your responsibilities as COR are derived from the provisions of the aforementioned M&O contracts. The term "Performance Direction" is defined to include, without limitation, the following:

- A Directions to the Contractor which redirect the financial and fulfill allotment related contract effort, shift work emphasis between financial and allotment-work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise provide technical financial and allotment-related guidance to the Contractor in order to accomplish the Statement of Work (SOW)
- B Provisions of information to the Contractor that assist in the interpretation of specifications or technical financial and allotment-related portions of the SOW
- C Review and, where required by the contract, approve technical financial and allotment-related reports, specifications or other technical financial and allotment-related information to be delivered by the Contractor to NNSA under this contract

II Your duties will consist of the following:

A Technical Direction

Issuance of the technical financial and allotment-related direction shall not impose tasks or requirements upon the Contractor additional to or different from the SOW of this contract. While you are functioning in the capacity as the COR, the technical financial and allotment-related direction to be valid:

- 1 Must be issued in writing consistent with the general SOW set forth in the contract
- 2 May not
 - i constitute an assignment of additional work outside the general scope of the SOW of this contract
 - ii constitute a change as defined in the contract article entitled "changes"
 - iii in any manner, cause an increase or decrease in the total estimated contract cost or the time required for contract performance
 - iv change any of the expressed terms, conditions or specifications of the contract

B Monitor Technical Financial and Allotment-Related Activities Compliance

Ensure that the Contractor complies with all technical financial and allotment-related requirements of that portion of the contract's SOW including reports, documentation, and data. In this connection, you should

- 1 Implement the system of surveillance and reporting of Contractor activities provided for in Contract Clause, entitled "Project Control Systems and Reporting Requirements" to ensure that the financial and allotment related services are performed in accordance with the terms and conditions of the Contract
- 2 Inform the CO, in writing, of any financial and allotment-related performance failure by the Contractor
- 3 Inform the CO if you foresee that the Contractor requirements for the financial and allotment-related area of responsibility will not be completed according to schedule. Your written notice should include your recommendation for remedial action
- 4 Inform the CO, in writing, of any needed changes, either those identified by you or by the Contractor in the narrative SOW

C Monitor the Funds Aspects of the Contract

- 1 Notify the CO immediately of any indication that the cost to the government, for completing financial and allotment-related performance under the Contract, will exceed the amount stated in the Contract
- 2 Report to the CO any indication that costs are being incurred which are not appropriately chargeable to the Contract
- 3 Review and provide comments to the CO on Performance Criteria and Measures determinations for appropriateness of fee in accordance with Contract provisions and procedures

D Property Management

As requested by the CO, review and comment on the Contractor's request for consent to the purchase of supplies, materials, and equipment for the financial and allotment-related area and forward the request to the CO for disposition

E Resolve Technical Differences

Assist the Contractor in interpreting technical financial aid allotment related requirements to be met by the contractor. All technical financial and allotment-related questions arising out of the Contract, which cannot be resolved without increasing costs or the incurrence of irresolvable differences, should be reported, in writing, to the CO. Such reports should contain the facts and recommendations pertinent to the questions at issue.

- 1 Forward to the CO a written statement attesting to the Contractor's completion of technical financial and allotment-related performance under the contract, delivery and acceptance of all goods and services for which inspection and acceptance are herein delegated, and a statement as to the Contractor's performance under the contract.
- 2 Forward to the CO all records and documents, pertinent to the administration of the contract, which were retained by you in your capacity as COR during the period of contract performance.

In connection with the performance of all the above, you are NOT authorized to negotiate terms or make any agreements or commitments with the Contractor which modify the terms and conditions of the SOW contained in the contract.